Zenzoria E-Puas User's Manual

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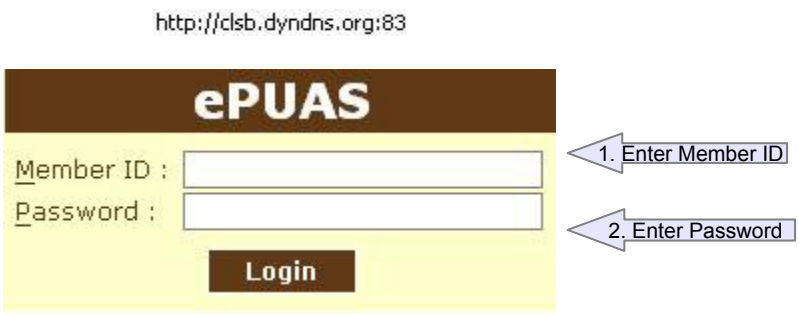
A. Accessing to Zenzoria E-Puas System

1. To enter the E-Puas system, run the Internet browser and enter this URL link: www.zenzoria.com into address bar, and press <**Enter**>.

http://www.zenzoria.com/
1. Enter this URL here to access the E-Puas system page
zen zoria
life is precious
Home
Products
Promotions
Downloads
Company News
Contact Us
About Us
ZEN 126
Skin Care Series
Zenzoria 126, a new, innovative series of skincare products from USA, is formulated on the basis of dermatology and nutritional science to suit all types of skin. This exclusive formulation allows our skins to undergo a process of reconstruction and reconditioning in a Safe, Easy and Effective manner.
Let's rejoice the secrets of younger and healthier skins with Zenzoria 126.
Read more
2. Click here to access to E-Puas system
WebMail | Language: English | Font Size: | Member Login

2. After clicked on <**Member Login**> option, it will divert to E-Puas login screen as below:



3. Please confirm and verify that the diverted URL is correct: **http://clsb.dyndns.org:83** before enter your login account name and password. If you suspect that the diverted URL is invalid or mismatch. Please stop to sign in to E-Puas system and immediately report to System Administrator.

4. After verified the URL is correct, you may provide your login account name and password, enter the login name and password of respective column provided to sign in.

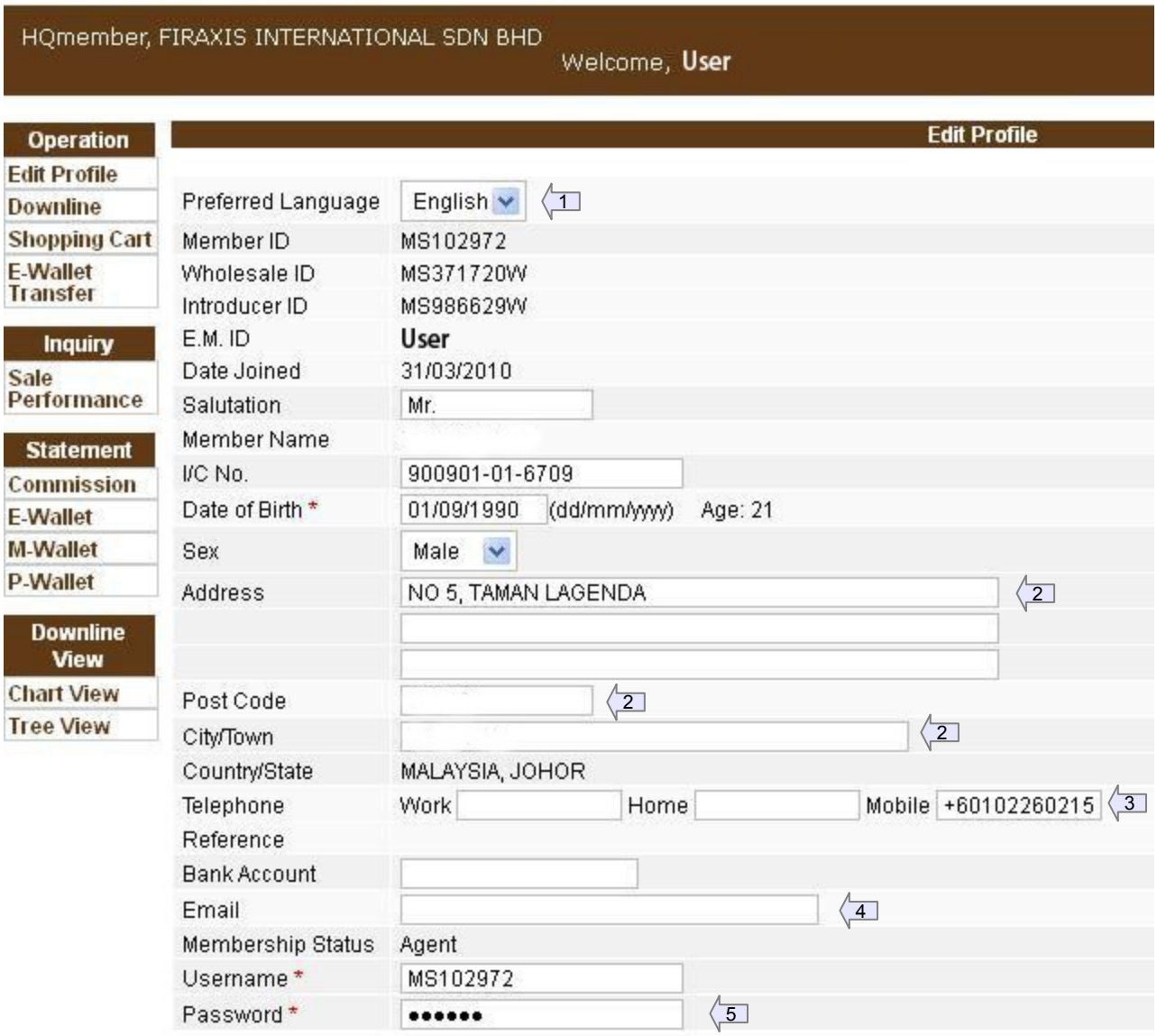
5. Next, click on <**Login**> buttons to continue.

B. Editing the member's details

1. A welcome screen will appear after successful login. At this active screen, the member allows to modify and update member's personal information such as:

   i. Preferred Language.
   ii. New Address, Postcode, and State.
   iii. Contact numbers: Office Tel., Home Tel., and Mobile Tel.
   iv. Email address.
   v. Change new login password.

After completed the changes, click on <**Save**> buttons to save changes.

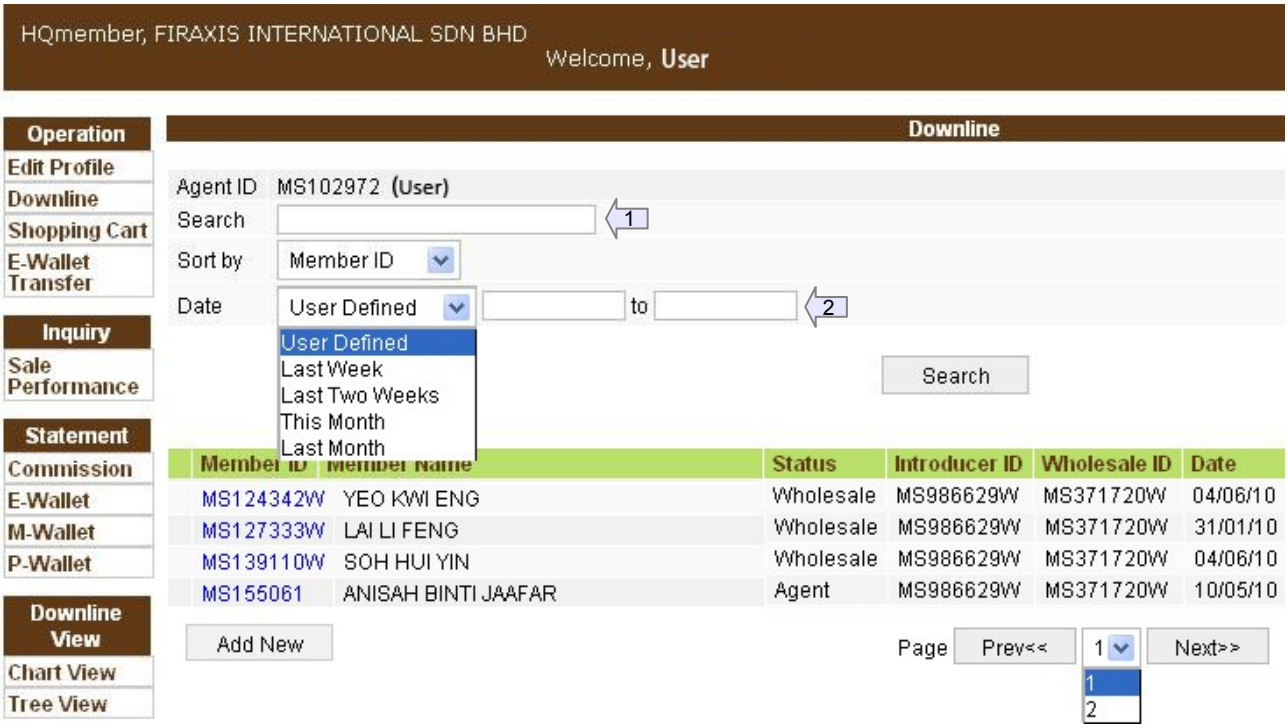


C. Checking the down line members

1. You may check all your down line member's records under <**Downline**> options.
2. By default, the first 30-member registered under you will display and list out on active screen, you may filter out the member search by entering:

    I. Member ID and member name.
    II. Additional search by the date range.

After selected the searching criteria, click on <**Search**> buttons to continue.
To navigate the next or previous page of records, use the <**Prev**> or <**Next**> buttons

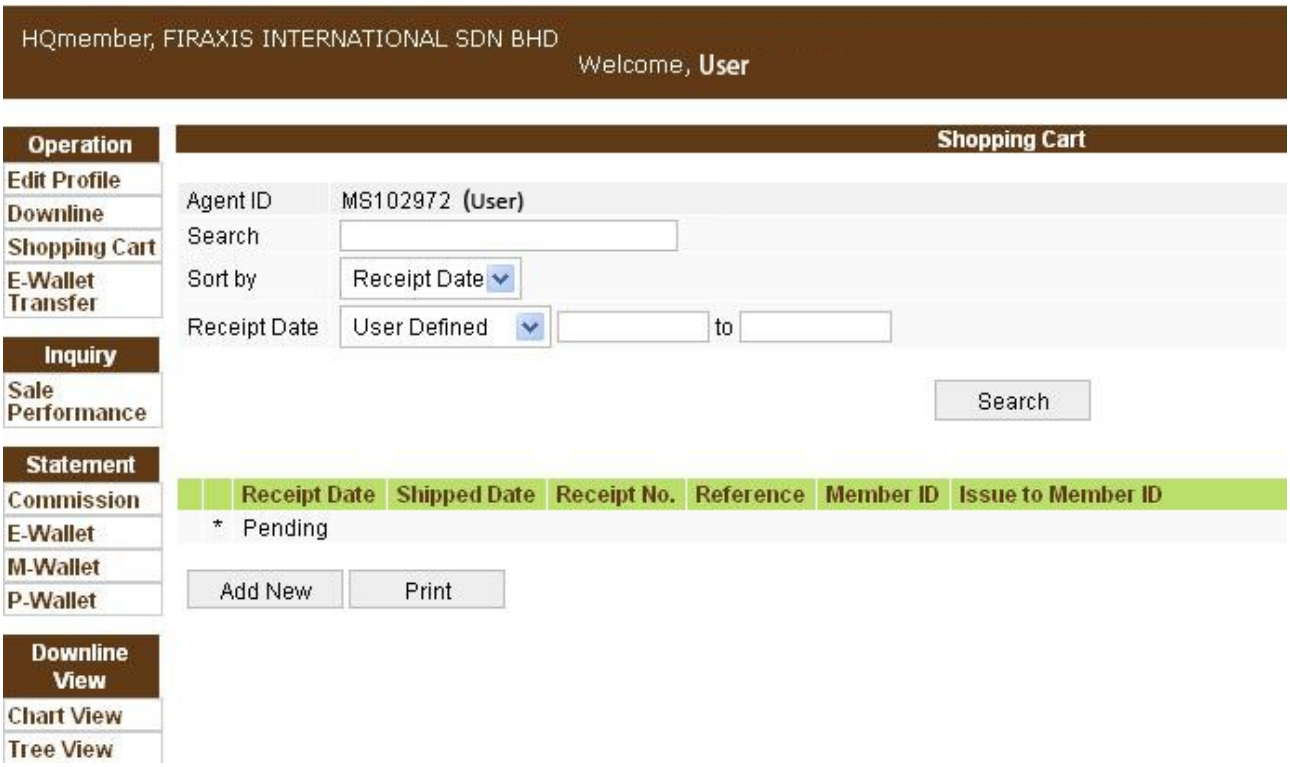


D. Adding a new member

1. This module only **OPEN** for Elite Manager (**EM**) or ZLC to enter the new member. For Business Agent (**BA**) or Wholesale (**WM**) access rights, this page will not appear.

2. To create a new member, login as EM or ZLC account, then select <**Downline**> options.

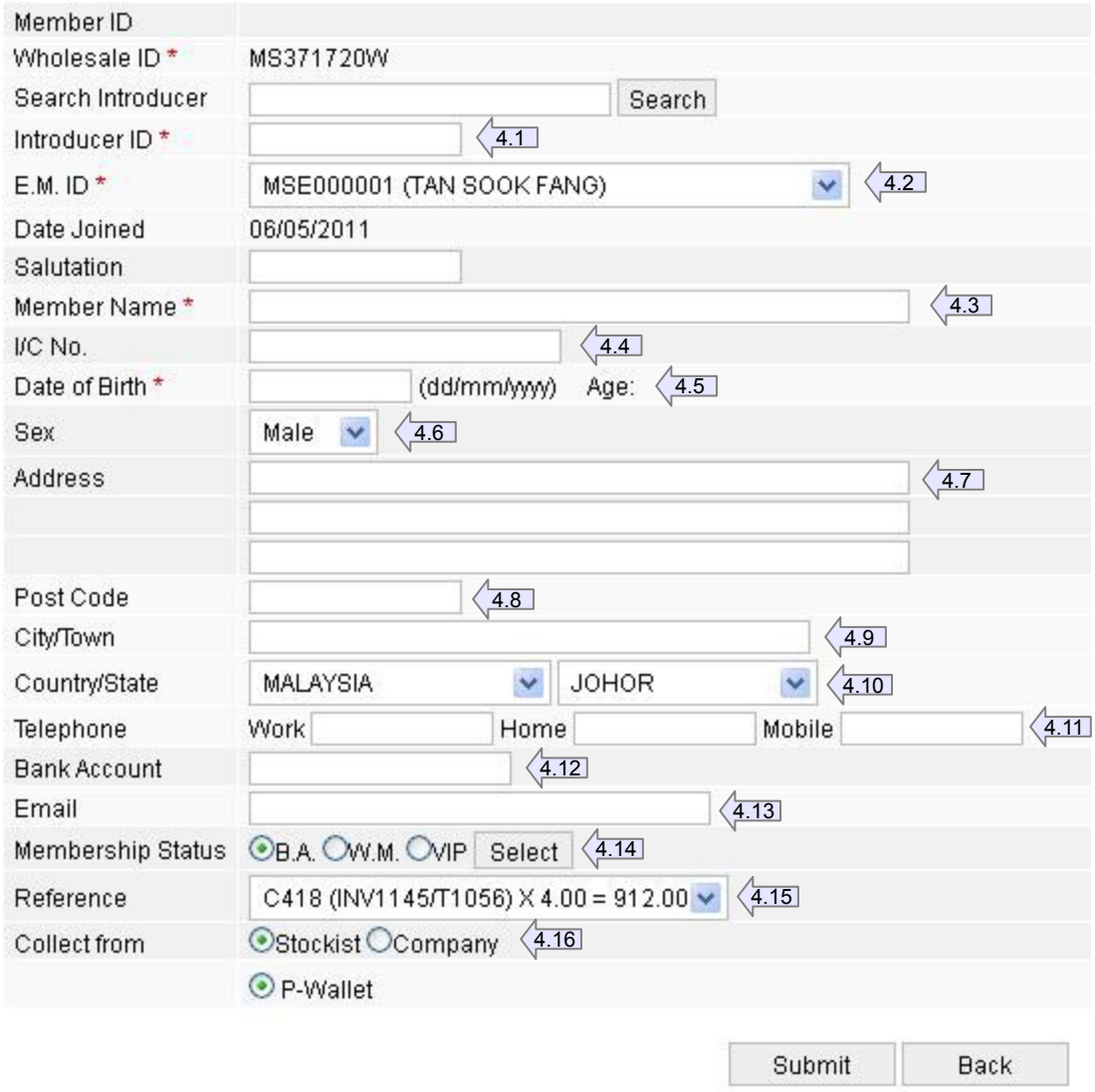
3. Click on <**Add New**> buttons to open the new member entry screen.



4. A new member screen will be show as below. Enter the member details provided from the member registration form. The requirement formats to enter the member's information:

Mandatory Fields

4.1 Introducer	You can search the introducer records, by entering the introducer's ID or name in Search Introducer fields provided and click on <**Search**> buttons to find. Introducer field is compulsory and cannot be blank.
4.2 EM. ID.	Whereas the new member enrol from which location or centre.
4.3 Member name	Enter the member name. Maximum is 50 characters.
4.4 NRIC	Exactly 12 digits number without hyphen or spacing.
4.5 Date of Birth	Enter format with DD/MM/YYYY. The age below 18 years old is not allowed to register as a member.
4.6 Sex	Select gender Male or Female.
4.7 Residential Address	Split into 3 lines to enter the member's resident address. e.g. Line 1: House lot number, followed by the road number Line 2: Garden, or place name.
4.8 Postcode	4-5 digits number for area code.
4.9 City/ Town	Enter City or Town name.
4.10 Country/ State	Enter Country name, State and Territory
4.11 Telephone Contact	At least enter one contact number. For mobile phone number, enter syntax as follows: [IDD code] + [Country Code] + [Network Prefix] + [HP number] e.g. +60128801000
4.12 Bank Account	Enter bank account number with numeral without hyphen or spacing. RHB bank: 14-digit, MBB bank: 11-digit, HLB bank: 11-digit PBB bank: 10-digit, CIMB bank:14-digit.
4.13 Email Address	Enter a valid email address. e.g. abc@myemail.com
4.14 Membership status	Choose the membership type for the new member: • Business Agent (BA), minimum start up package is RM228. • Wholesales (WM), minimum start up package is RM 4,100. • VIP, privilege to buy the product at special price, but no bonus payout.
4.15 Reference	New membership billing information. This is for sales entry reference for new membership entry.
4.16 Collect From	Choose the order collection method: collect at ZLC or self-collect.



5. After completed fill up the member's information, click on <**Submit**> buttons to save changes the new member records.

E. Sales Entry – Shopping Cart

1. The sales entry only **OPEN** for ZLC, EM and WM.

2. The behaviours to enter the sales for:-

[**ZLC and EM**]

I. Pre-order the stock from Zenzoria HQ, using the P-Wallet.
When the ZLC and EM place the stock order from the Zenzoria HQ, Zenzoria HQ will raise the sales order, called P-Wallet. Once the P-Wallet is approved from the Zenzoria HQ site, the details of ordering will transfer to ZLC and EM account, then ZLC or EM is allowed to enter the sales for their customers.

II. Alternately, ZLC or EM may to purchase and top-up the amount for E-Wallet. E-Wallet is a term of electronic money form to represent the cash, called mobile money which is able to deal with any sales transactions. The E-Wallet is transferable.

[**Whole Sale Manager**]

I. WM only can purchase and top up the amount of E-Wallet, to deal with any sales transactions. The E-Wallet is transferable.

3. To conduct the sales entry, go to Operation → **Shopping Cart**.

4. You may use E-Wallet and P-Wallet to do the sales transactions if there have any remaining sufficient balance in your account. Else you have topping-up the M-Wallet or P-Wallet balance amount (Please refer to step-2 how to top up the M-Wallet or P-Wallet).

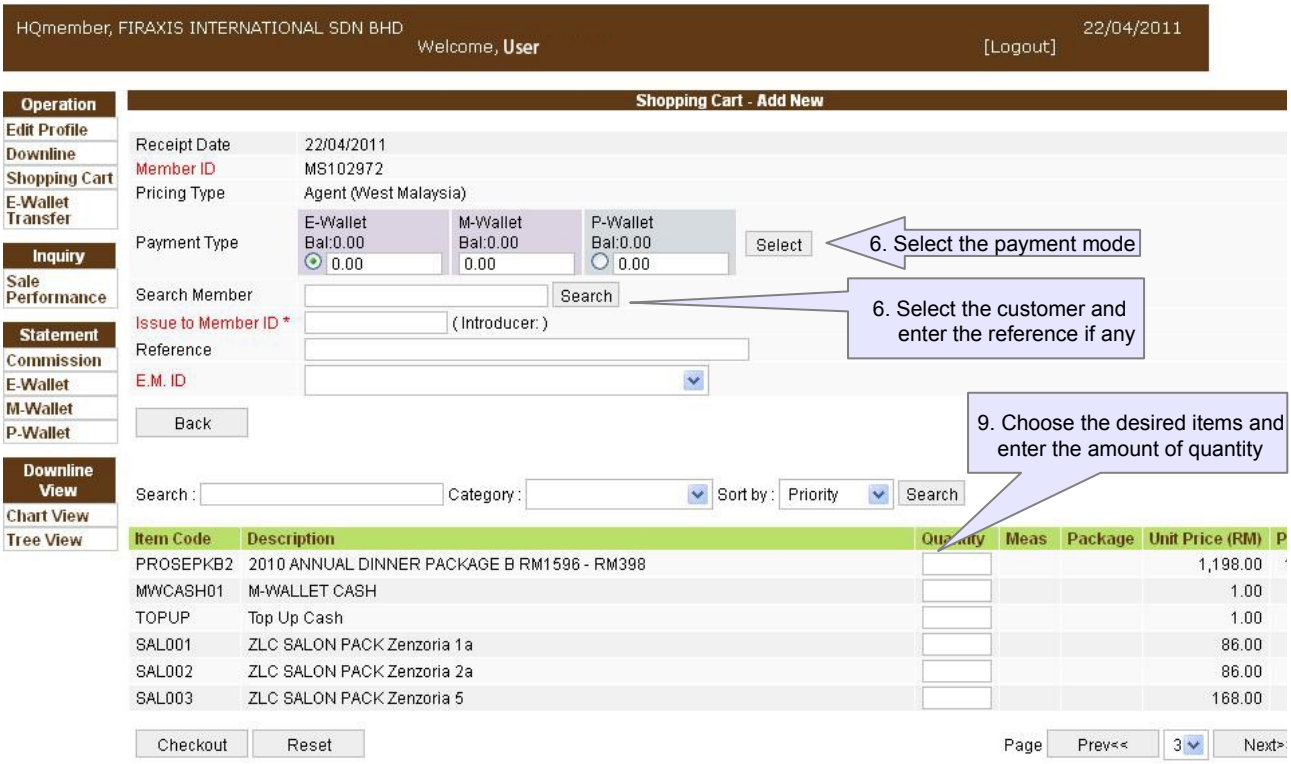
5. Click on <**Add New**> buttons to create the new sales entry.

6. Choose the mode of payment: E-Wallet or P-Wallet. Then select the customer name and enter the reference, if any.

7. From the product list, choose the desired items for your sales entry and enter the amount of quantity. To search the product items, you may enter the product details in product search fields, and click on <**Search**> buttons.

8. Click on <**Check out**> buttons after completed to select the products. Next, click on <**Save**> buttons to save changes this sales transaction records.

9. For next sales entry, please repeat the step 5-8.



F. E-Wallet Transfer

1. For some circumstances, you may transfer your E-Wallet to other parties, e.g. Transferring the E-Wallet to downline or vice verse.

2. To request the E-Wallet transfer, go to Operation → **E-Wallet Transfer**.

3. Click on <**Add New**> buttons. A new entry screen for E-Wallet transfer will appear.

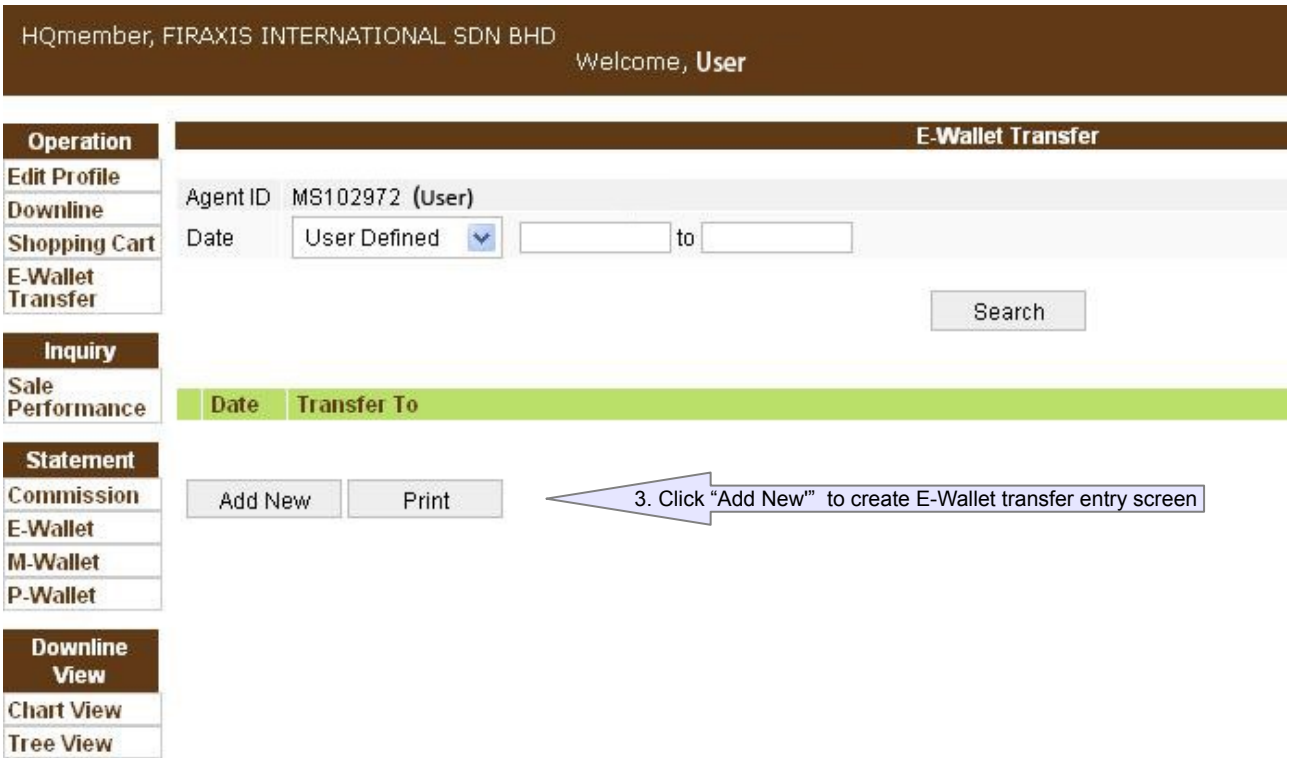
4. Search and choose the member, for who you would like to transfer the E-Wallet money to.

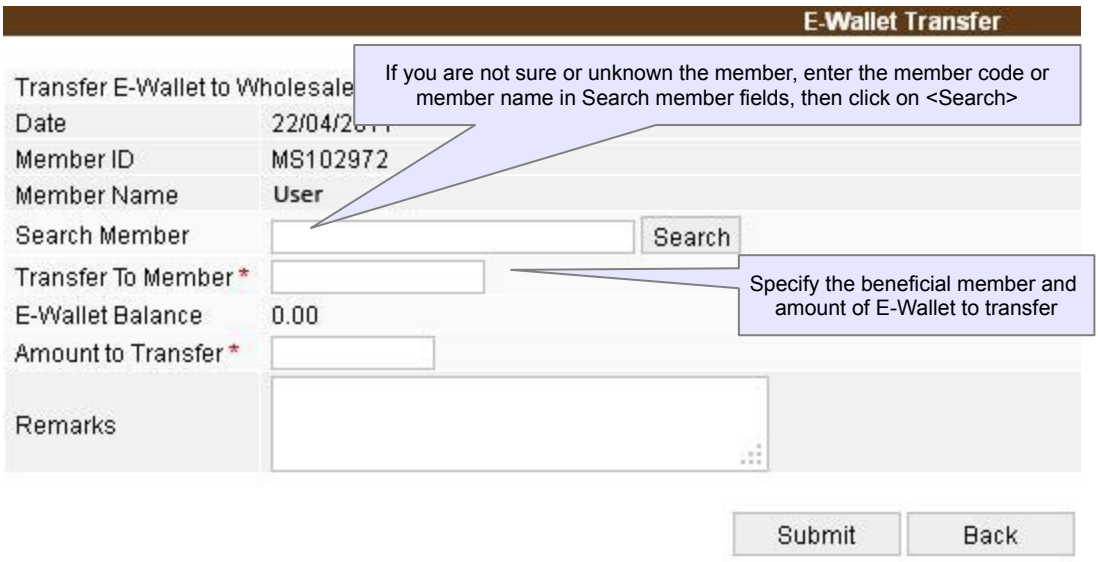
5. Next, enter the amount to be transfer, and enter any remarks (if any) into remark fields.

6. Click on <**Submit**> buttons to confirm save changes.

Caution:

Please double check and confirm the correct member and amount money to transfer are corrected. It is unable to revert back after the commit save changes.


HQmember, FIRAXIS INTERNATIONAL SDN BHD
Welcome, User
Operation
Edit Profile
Downline
Shopping Cart
E-Wallet Transfer
Inquiry
Sale Performance
Statement
Commission
E-Wallet
M-Wallet
P-Wallet
Downline View
Chart View
Tree View
E-Wallet Transfer
Agent ID MS102972 (User)
Date User Defined to
Search
Date
Transfer To
Add New
Print
3. Click "Add New" to create E-Wallet transfer entry screen


E-Wallet Transfer
Transfer E-Wallet to Wholesale
If you are not sure or unknown the member, enter the member code or member name in Search member fields, then click on <Search>
Date
Member ID MS102972
Member Name User
Search Member
Search
Transfer To Member *
Specify the beneficial member and amount of E-Wallet to transfer
E-Wallet Balance 0.00
Amount to Transfer *
Remarks
Submit
Back

G. Checking the sales

1. You may frequent to check and analysis your sales performance from time to time.

2. To check your personal group sales, go to Inquiry → **Sales Performance**.

3. Choose the desired year and month, then click on <**Process**> buttons to generate the report on screen.

4. The report will show on the screen as below if found the records. To check for other sales, click on <**Back**> buttons and return to Sales Performance screen. Choose other month and year to continue.

Sale Performance
22/04/2011

Agent ID : MS102972 User
Year/Month: 2011 January (16/02/2011 - 28/02/2011)

Level	Member Code	Member Name	Introducer	Sales	Recruit	Total (pts)
1	**MS372370W**	User A	MS371720W11	0		11
2	**MS226826W**	User B	MS372370W0	144		144
2	**MS340604W**	User C	MS372370W0	144		144
3	**MS396764W**	User D	MS986629W12.1	0		12.1
3	**MS721151W**	User E	MS739524W15	0		15

Print Back

5. To print the report, click on <**Print**> buttons, the viewed reports on screen will send to the printer.

]

H. Commission Statement

1. After the bonus calculation is completed, the sales commission will be generated. You may view or print your own commission statement in this module.

2. To view the commission statement, choose the desired month and year, and then select the report type.

3. Click on <**Process**> buttons to generate the commission statement on screen.

4. The BA/WM commission statement will show on the screen if the records found.

COMMISSION STATEMENT

for March 2011

Wholesale ID : MS190922W
Name : Zenzoria Wellness S/B
Address : 27, Leboh Bangau
Taman Berkeley
41150 Klang, Selangor

Date : 13/04/2011
Introducer : MS299879W
Contact No. : +60123325515

YOUR COMMISSION AT A GLANCE

Recruiting Incentive	Recruiting Performance Incentive	BA Referral Incentive	WM Referral Incentive	WM Personal Performance Incentive	Other Bonus and Incentive	Total(RM)
0.00	0.00	18.70	18.70	157.55	0.00	194.95

YOUR PAYMENT SUMMARY

Current Month Earning (BA/WM)	194.95
Current Month Earning (ZLC/EM)	5,190.20
Payment Mode :	

YOUR COMMISSION DETAILS

BA Referral Incentive

No.	Date	Member ID	Member Name	Points	Basis	Amount
1	25/03/2011	MS600101W	Chan Chao Choo	11.00	1.70	18.70
2	01/04/2011	MS600101W	Chan Chao Choo	0.00	1.70	0.00
			Total :	11.00		18.70

WM Referral Incentive

No.	Date	Member ID	Member Name	Points	Basis	Amount
1	25/03/2011	MS600101W	Chan Chao Choo	11.00	1.70	18.70
2	01/04/2011	MS600101W	Chan Chao Choo	0.00	1.70	0.00
			Total :	11.00		18.70

WM Personal Performance Incentive

No.	Date	Member ID	Member Name	Level	Amount
1	13/04/2011	MS700101W	Angelina Khor	1	7.50
2	13/04/2011	MS700102W	Bernerd Li	1	6.05
3	13/04/2011	MS700103W	Belinda Liew	1	36.00
4	13/04/2011	MS700104W	Stephanie Tan	1	36.00
5	13/04/2011	MS700105W	王華菲	1	36.00
6	13/04/2011	MS700106W	Liew Lee Ting	1	36.00
				Total :	157.55

	B/F	Commission BA/WM	Commission ZLC/EM	Wallet Used	Total(RM)
E-Wallet	120.50	194.95	5,190.20	798.00	4707.65
M-Wallet	85.60	0.00	0.00	0.00	85.60

5. The ZLC/EM commission statement also show on the screen if the records found.

COMMISSION STATEMENT (ZLC/EM)

for March 2011

Wholesale ID : MS190922W
Name : Zenzoria Wellness S/B
Address : 27, Leboh Bangau
Taman Berkeley
41150 Klang, Selangor

Date : 13/04/2011
Introducer : MS299879W
Contact No. : +60123325515

YOUR COMMISSION AT A GLANCE

EM Registration Incentive	EM Recruiting Incentive	EM Sales Incentive	ZLC Recruiting Incentive	ZLC Sales Incentive	Total(RM)
0.00	0.00	589.20	0.00	589.20	1,178.40

YOUR PAYMENT SUMMARY

Current Month Earning (BA/WM) 380.50
Current Month Earning (ZLC/EM) 1,178.40
Payment Mode :

YOUR COMMISSION DETAILS

EM Sales Incentive

No.	Date	EM ID	Reference / Member ID	Amount
1	12/04/2011	MSE000001	Maintenance For March 2011	38.40
2	12/04/2011	MSE000001	Chan Kim Choo	550.80
			Total :	589.20

ZLC Sales Incentive

No.	Date	ZLC ID	Reference / Member ID	Amount
1	12/04/2011	MSZ000001	Maintenance For March 2011	38.40
2	12/04/2011	MSZ000001	Chan Kim Choo	550.80
			Total :	589.20

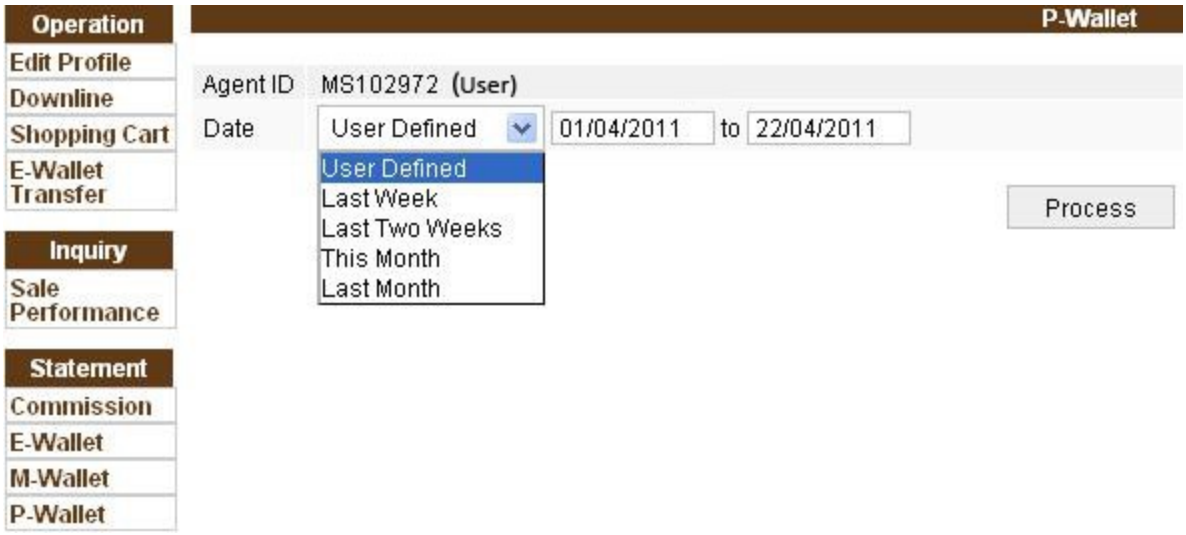
	B/F	Commission BA/WM	Commission ZLC/EM	Wallet Used	Total(RM)
E-Wallet	56.70	194.95	1,178.40	543.00	1,973.05
M-Wallet	85.60	0.00	0.00	0.00	85.60

6. To print the report, click on <**Print**> buttons, the viewed reports on screen will send to the printer.

I. Other Statements: P-Wallet and E-Wallet

1. From this module, you may view and print out:
   P-Wallet – The movement or transaction for stock order approval from Zenzoria HQ.
   E-Wallet – The movement of mobile money transaction in/out and transfer.

2. To view or generate the report, choose the desired date range, then click on <**Process**> buttons to continue.



3. A sample of E-Wallet statement has been generated and view on screen as below.

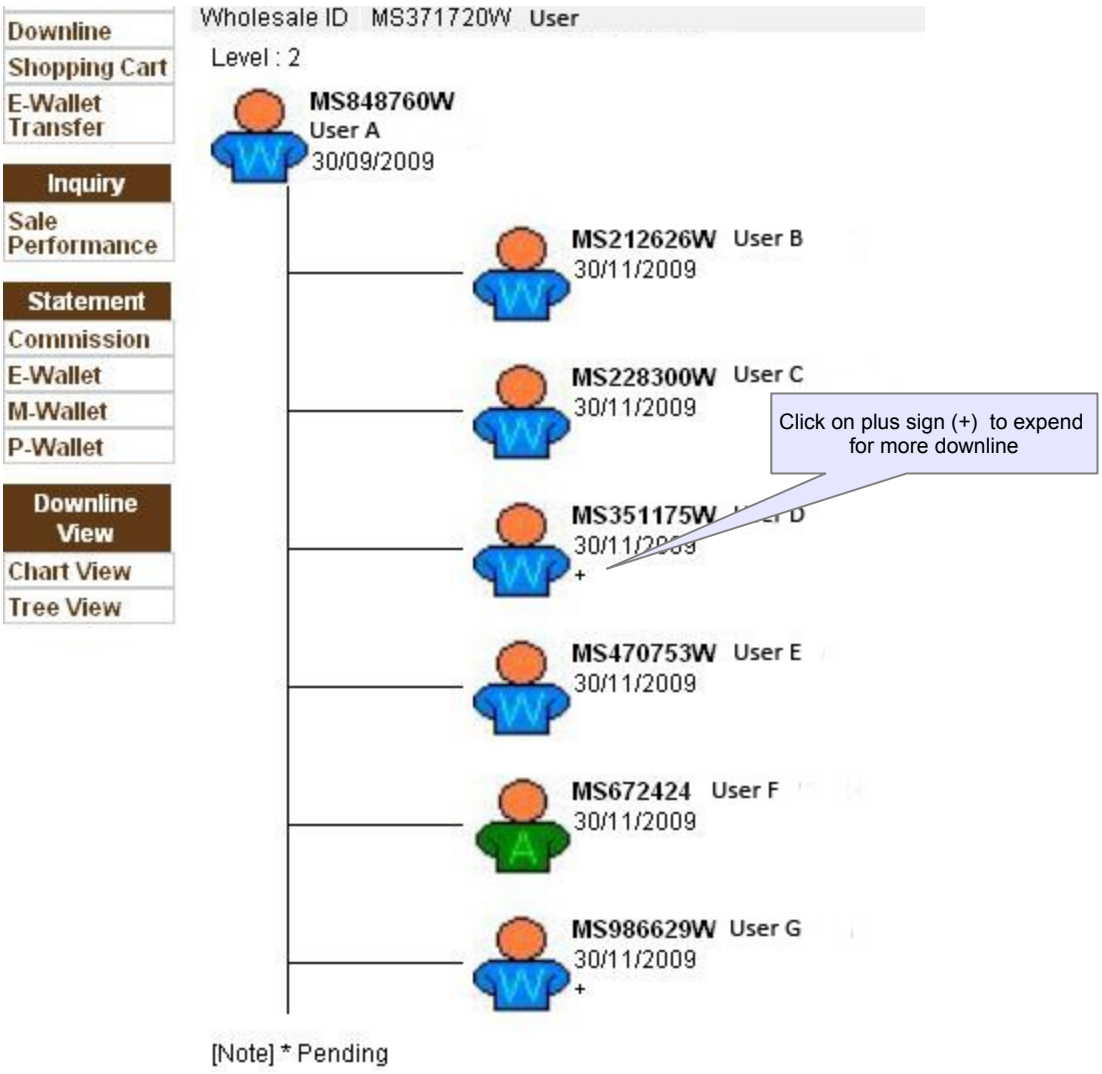
4. Click on <**Print**> buttons to send the report to the printer.

5. Click on <**Back**> buttons to return to previous page for choosing other date statement.

J. Downline View

There have 2 modes to view your downline:

1. Chart View – To view the downline in graphical mode. A chart view will be generated as shown as below:



2. Tree View – To view the downline in hierarchy mode or member tree. A tree view will be generated as shown as below: